

# A Dartmouth College Employer's "Quick Guide" to Hiring Hourly Student Employees

## 1. Create Student Job using Student Employment Office (SEO) Jobnet Form

Form can be found on "Forms" section of SEO website: [www.dartmouth.edu/~seo](http://www.dartmouth.edu/~seo)



## 2. Advertise Position if you don't already have an identified hire (optional step)

Contact SEO via email or phone to request the jobnet position be 'activated' in the jobnet web search



## 3. Interview Candidates, Select Employee and Offer Position

Sample interview questions, confidentiality form, offer letter & hiring agreement are all available in "Employer Info" on SEO website. Be sure to let other applicants know that the position has been filled.



## 4. Record Student Hire in PA Smart Form Hourly Student Hiring program & indicate if position should continue to be visible in the Jobnet websearch (or not)

You can either:	a. Request access to PA Smart Form program using "Security Access Form" on Controller webpage & enter data yourself	b. Give hiring information to another departmental person or your Finance Center to record this student hire in the PA Smart Form Student Hiring program



## 5. Complete your New Student Employee Orientation

Require your student employee to watch Kronos instructional video (online at <a href="http://dartgo.org/kronos">dartgo.org/kronos</a> ) to learn how to complete their e-timesheet. This webpage also has tech support documents for Kronos users.	Provide any position-specific training for your new student employee, including instructions to complete an I-9 within 3 days of starting position and completing a W4 and direct deposit form with Payroll
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## 6. Actively review Kronos Time Report for each employee at the end of student pay period

a. Supervisor(s) will receive an email from Kronos Admin at the end of each pay period. The pdf attachment will show the work time recorded for each employee in your jobnet number.	b. Supervisors must review reports by 9:00 am the Monday following the end of a pay period.	c. If any corrections are needed, email student and Finance Center and inform them <b>all corrections must be made in Kronos by noon.</b>	d. No further action is needed if there are no corrections needed (i.e., all time recorded by student employee is correct).
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## 7. Once student is done working in this jobnet position, record 'end job' transaction in PA Smart Form Hourly Student Hiring program

This will remove the jobnet number from the student's profile in Kronos